

The Eagle Room Policies & Procedures

HOURS OF USE

The conference rooms are available for trainings and meetings Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m.

ROOM RESERVATION

Reservations will be accepted on a first-come, first serve basis. Please request your reservation via email to ehs.eagleroom@dhhs.nc.gov, along with the signed checklist (below). If available, the request will be approved, and you will be notified via email.

RESERVATION PROCEDURES

Go to the Outlook calendar to DHHS_DPH.SIXFORKS.EAGLE.CONF to check room availability. If the date and time needed is available, you may email a request to reserve the room. The maximum capacity for The Eagle Room is 100 people with seating ONLY. The room is currently set up classroom style for 50 people (tables & chairs).

RESERVATION CANCELLATION

If the room is no longer needed, please make sure that you cancel your reservation at least 24 hours prior to your reservation date/time via email at ehs.eagleroom@dhhs.nc.gov.

FOOD AND BEVERAGES

Food and beverages are allowed. You may bring a coffee pot to use if it is URL listed. There are trash cans throughout the room as well as recycle bins. Please make sure the room and tables are clean after use.

AUDIO-VISUAL

There is audio-visual equipment in the Eagle Room. Please discuss your needs when reserving the space.

TECHNOLOGY POLICY FOR USE OF CONFERENCE ROOMS

Please provide a jump drive with your presentations for ease of use.

Internet access is available on the computer if needed.

Miscellaneous stationery supplies i.e. pads of paper, pens, pencils, flip chart paper, markers, tape, etc. must be supplied by your organization.

RESPONSIBILITY CHECKLIST

To better serve those utilizing The Eagle Room, there is a checklist of things to remember. This checklist reviews things that each organization needs to keep in mind while visiting The Eagle Room. Please sign and return to ehs.eagleroom@dhhs.nc.gov.

HOST ORGANIZATION RESPONSIBILITY CHECK-LIST

(Please keep these in mind when you use our space. Thank you!)

The Eagle Room Checklist

ÉPlease provide a list of any guests attending by end of business day prior to event to Ms. Betty Baker at the front desk.

ÉPlease put the room back to its original layout and clean up room before leaving.

ÉPlease turn off TV screens once training/meeting is over.

ÉPlease note that what you put as your end time is when everyone needs to leave the space as we book many meetings back to back.

ÉPlease remember that the training/conference space is also part of our office space, so noise and activity levels should be controlled

ÉPlease bring tablecloths to cover our tables if you plan to serve food.

HALLWAY, WINDOWS, WALLS & DOORS

ÉPlease do not tape anything to the walls.

ÉDoors are to be kept closed, but always unlocked during use.

EQUIPMENT AVAILABLE

ÉSmart Podium

É(2) TV Monitors (for projecting presentations)

ÉMicrophones (handheld, lapel, over-the-ear)

ÉChairs ó approximately 75

ÉTables ó 25

****Must bring your own phone and wireless presenter/laser pointer **** (for telephone conference calls)

*****IF YOU NEED ASSISTANCE WITH ANY OF THE EQUIPMENT, PLEASE SEE MELISSA OR ANGELA. DO NOT TRY TO FIGURE IT OUT ON YOUR OWN*****

The Eagle Room Checklist

SET-UP & CLEAN-UP

ÉThe person responsible for the group will be contacted if the room is left in poor condition, or if tables and chairs are not in their standard setup, or for any excessive cleanup that must be done by EHS staff.

ÉEach group is responsible for their own set-up that is different than our standard configuration (tables up). Please allow yourself time when making the reservation to allow for set-up and clean-up.

ÉEach group must completely clean the room, making sure that the recycle containers are not overflowing.

ÉPlease report any spills on the carpet or chairs immediately.

ÉNever put excess chairs or tables into the hallway or lobby.

Printed Name : _____

Signature: _____

Contact Phone #: _____

Date: _____

Section/Branch: _____

Title of Meeting: _____

Number of Attendees: _____

Date of Meeting: _____

Time of Meeting: _____

****Return this page to via email (ehs.eagleroom@dhhs.nc.gov) when reserving the room****